

Financial Management Division



“ONE APHIS - - SHARING INFORMATION”

October/November 2004

This is the fourth issuance of “Travel Tidbits” for 2004. Travel Tidbits are designed to provide Agency personnel with the current policies and procedures relating to Federal travel and transportation practices. Travel Tidbits will be emailed to program travel contacts on a monthly basis and they are also available online at www.aphis.usda.gov/mrpbs/travel.html.

The information provided is obtained from General Services Administration’s (GSA) Board of Contract Appeals Decisions, Comptroller General (CG) Decisions, Departmental and Agency policy, and, the Federal Travel Regulations (FTR). This publication is to be used as a tool to assist with the interpretation of travel regulations and to provide instructions of travel processes.

New Form to Request Access to NFC’s Travel System



aphis203.pdf

The attached APHIS Form 203, Request For Access To NFC’s Travel System, is now available for use. This form was created for use by employee’s requiring access to NFC’s Travel System only. Upon the completion and approval of the APHIS Form 203, submit or fax it to:

Chemin Bolden
Travel Services Center
4700 River Road, Unit 55
Riverdale, MD 20737
Fax/(301) 734-5972

Please be advised that requests for NFC access may sometimes take up to 30 working days to be processed by NFC depending on the volume of requests submitted by various other agencies that are pending processing. However, you will be notified via email when your ID has been established, or modified.

NFC SYSTEM USER IDS AND PASSWORDS

Upon receiving the email notification of your NFC User ID, you must contact the APHIS Technical Assistance Center (ATAC) at 1-877-944-8457 for a temporary password. Do not contact ATAC for a temporary password until the day that you will actually access the system as the temporary password is only valid for 24 hours. Therefore, you must access the system within 24 hours of receiving the temporary password to create a permanent password for future access. Passwords should be 6-8 characters and must contain at least one numeric character.

Every 30 days, the system will automatically prompt you to change your password. If your User ID is suspended or you forget your password, contact ATAC to request a password reset. ATAC will only accept requests for a password reset from persons registered to the ID for which a password reset is being requested.

The password of any User ID which is inactive for a period of over 30 days will automatically expire. User IDs which are inactive for a 60 day period are suspended. User IDs are marked for deletion upon 120 days of inactivity and they will be deleted upon reaching 150 days of inactivity. If you are an infrequent user of the NFC Travel System, it is recommended that you make a notation on your calendar to change your password every 28 days in order to prevent the automatic expiration of your password.

If you any questions regarding the usage of the new form or regarding NFC User ID and/or Passwords, contact Chemin Bolden on (301) 734-8788.

This publication was prepared by:

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